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EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL SECURITY COUNCIL
WASHINGTON

October 1, 1958

*Revised
notes*
DD copy

MEMORANDUM FOR THE NSC PLANNING BOARD

SUBJECT: Distribution and Use of NSC Policy Documents

REFERENCE: Record of Meeting of the Planning Board,
August 29, 1958, item 3-b

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The enclosed summaries of the replies by Planning Board Members, Advisers and Observers to the request by the Chairman of the Planning Board on August 29, 1958 were prepared by the NSC Staff in an attempt to put in outline form the type and extent of distribution and use of NSC policy documents in each agency.

The summaries are transmitted herewith for use in a discussion of the subject to be scheduled at an early meeting.

21 Oct, 10 Oct

MARION W. BOGGS
Director, Policy
Coordinating Secretariat

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	(Receives <u>STATE</u> all NSC papers)
<u>All papers</u>	Secretary Under Secretary Assistant Secretary for Policy Planning (NSC PB Member)
All papers except special or very limited distribution	Under Secretary for Economic Affairs Deputy Under Secretary Counselor
<u>Geographic Area Papers</u>	Assistant Secretaries for geographical regions Deputy Assistant Secretaries Director of appropriate regional office Officers-in-Charge of political and economic affairs for region concerned Country Desk Officer Other geographic bureaus with responsibilities directly related to the geographic areas concerned. Functional bureaus and offices (such as the Bureau of Economic Affairs or the Special Assistant for Mutual Security Coordination), where policy affects their responsibilities. Papers in these cases are available to those officers having appropriate official interest.
<u>Non-geographic Papers</u>	Officer or officers having responsibilities relating to content (e.g., Special Assistant to the Secretary for Disarmament and Atomic Energy, or to several geographic and functional bureaus because policy guidance is pertinent to their operating responsibilities).
<u>Selected Papers</u>	Ambassadors (in selected cases entire paper is transmitted, but only when paraphrase or excerpt is not sufficient and need for entire paper is fully justified). Any officer in the Department who establishes his need to have access (file copies maintained in Executive Secretariat for perusal or loan for this purpose).

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DEFENSE

(Receives all NSC papers)

All Papers

Secretary
Deputy Secretary
Chairman, Joint Chiefs of Staff
Assistant Secretary for International Security
Affairs (NSC PB Member)

All
Approved
NSC Policy*

Secretary of the Army
Secretary of the Navy
Secretary of the Air Force
The Joint Chiefs of Staff
Assistant Secretaries of Defense

* Memoranda from the Secretary to interested policy officials, such as listed, inform them of pertinent NSC Actions, including all actions involving adoption of new or revised policy, and assign responsibility for implementation, if appropriate. Once informed, interested personnel having a need-to-know may obtain copies of the policy papers themselves. Assistant Secretaries have planning staffs responsible for assuring that the Assistant Secretary is kept informed of pertinent policies.

e.g.,
Country and
Area Papers

Assistant Secretaries
Deputy Assistant Secretaries
Office and Regional Directors
Individual desk officers

e.g.,
NSC 5810/1
"Basic
Policy"
(7 cys in
circulation
almost con-
tinuously
since
approval)

Responsible people in the offices of:
Assistant Secretaries of Defense:
International Security Affairs
Comptroller
Manpower, Personnel and Reserve
Properties and Installations
Research and Engineering
Supply and Logistics
Director of Guided Missiles
Assistant to the Secretary of Defense for
Atomic Energy
Assistant to the Secretary of Defense for
Special Operations

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e.g.,
NSC 5802/1
"Continental
Defense"

Offices of Assistant Secretaries of Defense:
International Security Affairs
Comptroller
Manpower, Personnel and Reserve
Properties and Installations
Research and Engineering
Supply and Logistics
Office of Director of Guided Missiles

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ODM
FCDA

(Based on distribution prior to consolidation)

(ODM received all NSC papers;
FCDA received only selected NSC papers)

ODM

All Papers

Director
Deputy Director
Two members of National Security Affairs Staff
and their secretaries (NSC PB Member and
Board Assistant)

Basic Policy

All Assistant Directors

Other
Policies

Assistant Directors or Staff of **resource or**
planning areas when required for work in
connection with those documents.*

Other government agencies (NSC document or parts,
when necessary. This type of distribution has
been rare)

* See Annex for illustrative list of distribution.

ANNEX A

<u>NSC DOC. NO.</u>	<u>SUBJECT</u>	<u>ODM AREA</u>	<u>NO. PEOPLE USING DOCUMENT</u>
97/6	Petroleum	Production	2
169/1	Electro-Communications	Telecommunications	2
5414/1	Defense Mobilization Assumptions	Plans & Readiness General Counsel	5 1
5513	Attack Warning Channels	Plans & Readiness Emergency Resources Management	3 2
5618	Technical Surveillance Countermeasures	Security	2
5724	Gaither Report	Emergency Resources Management Manpower Plans & Readiness General Counsel Health Asst. to Director	4 2 2 1 1 1
5726	U. S. Civil Aviation Policy	Transportation	2
5802/1	Continental Defense	Emergency Resources Management Plans & Readiness Production Manpower	3 5 2 2
5807	Shelter	Manpower Emergency Resources Management Health Production Plans & Readiness	2 2 1 2 3
5810/1	Basic Policy	Directors of all areas	7
5812/1	Psychological Operations	Plans & Readiness	4
5816	NE Subcommittee	Emergency Resources Management	1
	Canada	Plans & Readiness Production (excerpt)	1
	Maritime Study	Production	2
	Petroleum Study	Production	2

FCDA -- Washington Office

All Papers

Administrator
Deputy Administrator
Assistant Administrator, Planning
One Planning Officer
Chief, Intelligence Division

FCDA -- Battle Creek Office

Few
Selected
Policies*

Deputy Assistant Administrator for Planning
Executive Assistant Administrator
Deputy to the Executive Assistant Administrator
Other interested Administrators
Six Planning Officers

* e.g.: Basic National Security Policy
Continental Defense
Shelter Policy
and similar documents, including
the numbered NSC Actions

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TREASURY
(Receives all NSC papers)

No extensive system for automatic distribution

All Docu-
ments con-
sidered at
PB and
Council

Secretary
Under Secretary

All
Documents

Planning Board Assistant
Alternate Planning Board Assistants

Selected
Policies

All Department officials responsible for subjects of policy (complete paper or extracts, as necessary). Planning Board Assistant consults appropriate official* when policy is being considered by Planning Board, and significant decisions are reported to these officials by the Board Assistant. For preparation of special studies or to comment in detail on topics, excerpts are furnished, and in such instances two or three persons subordinate to the responsible official may receive copies of the extract.

* e.g.:

SUBJECT

OFFICIALS

International Economic
and Financial Matters
(both general problems
and individual country
problems)

The Director, Office of
International Finance. The
Assistant Secretary for
International Finance is
briefed either by the
Director of the Office of
International Finance or
by the Planning Board
Assistant.

Area and Individual
Country Papers

The Chief of the appro-
priate geographic
division of the Office of
International Finance and
his senior assistant.
These officials serve
as the Treasury member
and alternate of the
appropriate OCB Working
Group and frequently draw
copies of policy documents

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SUBJECTOFFICIALS

in connection with their OCB work. Five geographic divisions are involved; British Commonwealth and Middle East, South and South-east Asia, Far East, Latin America, and European.

Port Security

The Assistant Secretary having responsibility over the Coast Guard; his Assistant; the Treasury member of ICIS; the Commandant of the Coast Guard; and the Treasury Liaison Officer for the Coast Guard. The Treasury Liaison Officer for the Coast Guard generally draws a copy of NSC papers relating to port security in order to ensure that the document is seen by the Commandant, the Assistant Commandant, the Deputy Chief of Staff, and the Chief of the Port Security and Law Enforcement Division of the Office of Coast Guard Operations. On certain aspects of port security the General Counsel of the Treasury, an Assistant General Counsel and the Chief Counsel of the Coast Guard are also informed.

Customs

The Assistant Secretary having responsibility over Customs; the Assistant General Counsel having responsibility for customs matters.

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SUBJECT

OFFICIALS

U. S. Economic
Situation

Under Secretary for Monetary Affairs; Deputy to the Secretary in Charge of Tax Policy; Chief, Debt Analysis Staff; Chief, Tax Analysis Staff.

U. S. Tax Policy

Deputy to the Secretary in Charge of Tax Policy; Chief, Tax Analysis Staff; Chief, International Tax Staff.

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BUDGET
(Receives all papers)

There is no routine distribution. Access in each case is determined by the PB Member or Board Assistant on a minimum need-to-know basis (occasionally determined by Director, especially in cases of limited distribution papers. Access is afforded by (1) distribution of the document (2) consultation with the PB Member or Board Assistant, or (3) extraction or paraphrasing via a memo prepared by the Board Assistant.

<u>NSC Meeting Papers</u>	<p>Director Deputy Director Supplied through participation in and preparation for NSC Meetings, supplemented by consultation when needed.</p>
<u>All NSC Papers</u>	<p>Assistant Director (PB Member) Alternate PB Member NSC Board Assistant</p>
<u>Geographic Area Papers</u>	<p>Chiefs of Divisions Assistant Chiefs Area Chiefs Appropriate Examiner in the International Division Appropriate Examiner in the Military Division Five or six persons in the International Division</p>

JCS
(Receives all NSC papers)

JCS

All Papers

Chairman, JCS
Director, Joint Staff
Joint Strategic Survey Council
Special Assistant for NSC Affairs
Office, JCS Representative for NSC Affairs
Director, Operations/Plans Directorate
Director, Personnel/Plans Directorate
Staff of Operations/Plans Directorate
Staff of Personnel/Logistics Directorate
Communications Directorate
Intelligence Directorate
Joint Middle East Planning Group
Marine Corps Liaison Office
Secretary, JCS
Assistant Secretary, JCS
Chairman's Staff Group

Army

Office, Secretary of the Army
Chief of Staff, Army
Deputy Chief of Staff, Operations
Deputy Chief of Staff, Logistics
Assistant Chief of Staff, Intelligence
Director, Plans Division
Joint Action Control Office (for use of
DCOPS & C of S)
Plans Division
Officer-of-Day (Day to day operations guidance)
Action officer (for appropriate action
necessary)
Information other interested agencies
Joint Document Control Section (for use as
called)
Office, DCS Opns/Pl NSC Br.

Navy

Chief of Naval Operations
Deputy CNO (Operations)
Deputy CNO (Air)
Deputy CNO (Logistics)
Director, Strategic Plans Division
Director, International Affairs
Office DCNO (Plans and Policy) /NSC Br.

Air Force

All Papers
(Cont'd)

Office, Secretary of the Air Force
Chief of Staff, Air Force
Vice Chief of Staff
Deputy Chief of Staff, Plans and Programs
Office DCS/Plans and Programs/NSC Br.
Director of Plans and Programs (for further routing)
Director Plans
Office Director Plans, Record Library
Deputy Chief of Staff Materiel

Marine Corps

Commandant

Selected
Policies
on a case-
by-case
basis

Unified Commands

Policies for areas of responsibility sent on a case-by-case basis after consideration and recommendation by the Executive Agent, subject to approval by the Joint Chiefs of Staff, the Secretary of Defense, and the Special Assistant for National Security Affairs, acting for the President. Basic national security policy is not distributed to Unified Commands.

Other policy officials and working level officers

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CIA
(Receives all NSC papers)

(No standard distribution for NSC documents. Dissemination procedures are individually tailored to insure that those Agency personnel with a need to read the particular NSC documents concerned see them.)

Most
Papers

Director
Deputy Director
Deputy Director for Intelligence
Two Assistants to the Deputy Director for Intelligence
In addition, see attached list of persons to whom NSC documents are routed or made available on a need-to-know basis.

Most
Geographical
Area Papers

Board of National Estimates
Staff chiefs and analysts required to comment
Deputy Director (Plans)

Widest distribution is in DD/P: Use varies widely depending upon subject. Field elements of Clandestine Services do not in any case receive copies. Summaries and descriptions only are sent to them by special decision. Examples of distribution in Clandestine Services follows:

Individual country papers (circulated for use by GS-9 up; approved policy only, distribution of drafts usually less)

Clandestine Services Staffs, []

Area Division Chief, []

Area Division - primary branch, []

Area Division - other branches, []

IO Division, []

Other Area Division, []

Areas (e.g., Eastern European Satellites)

Might exceed the distribution for individual country papers given above.

General or Functional

(1) Not bearing on GS interests:

Papers merely noted by 2 people in PPC Staff. Notice of existence of paper circulated to about [] persons who handle CS policy book.

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- (2) If it bears on CS interests (e.g.,
Evacuation of Civillian Population
Abroad, or U. S. Policy on Defectors:



Limited Distribution

Not substantially less than other papers,
however most of the distribution is made to
higher grade persons, in conformity with
need-to-know principle.

OFFICIALS WHO RECEIVE AND READ
THOSE PARTICULAR NSC DOCUMENTS WHICH ARE OF CONCERN TO THEM

Deputy Director (Coordination)
Deputy Director (Support)
Assistant Director for National Estimates
Deputy Assistant Director for National Estimates
Assistant Director for Current Intelligence
Deputy Assistant Director for Current Intelligence
Assistant Director for Research and Reports
Deputy Assistant Director for Research and Reports
Assistant Director for Scientific Intelligence
Deputy Assistant Director for Scientific Intelligence
Assistant Director for Central Reference
Deputy Assistant Director for Central Reference
Assistant to DD/I (NSC)
Special Assistant to DD/I
Assistants to DCI
Board Assistant, Operations Coordinating Board
Members, OCB Working Groups
Chief, Special Intelligence Staff, Office of Current Intelligence
Chief, Production Staff, Office of Current Intelligence
Deputy Assistant Director for Collection, Office of Scientific
Intelligence
ELINT Staff Officer, Office of Scientific Intelligence
Chief, Contact Division, Office of Operations
Chief, Foreign Broadcast Information Division, Office of
Operations
Director of Communications
Director of Security
General Counsel
Comptroller
Chief, Special Control Branch, Documents Division
Chief, Top Secret Section
Chief, Special Register
Chief, Radio Stations Branch
Chief, Liaison and Collection Division
Librarian
Division Chiefs
Branch Chiefs
Area Specialists
Analysts
Chief, Estimates Staff
Assistant Chief, Estimates Staff
Area Staff Chiefs
Area Staff Members
Board of National Estimates

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USIA
(Receives all NSC papers)

All Papers

Director
Deputy Director
Deputy Director (Policy and Plans)
Director of Planning (NSC PB Member)
Deputy Director of Planning (NSC Alt. PB Member)

Slected
Policies
on Need-
to-Know
Basis

Approximately 75 persons, including:

Director
Deputy Director
Subject specialists in IOP
Four Area Directors
Deputy Area Directors
Program Officers
Policy Coordinators
Country Desk Officers
Assistant Director for Administration
Deputy
Policy Officer
Four Media Directors
Deputies
Policy Officers
Budget-Program Officers

(Received only AEC selected NSC papers)

All Papers

Chairman
Special Assistant to the Chairman (NSC PB Observer)

Need-to-Know Basis*

Commissioners (extracts of Basic Policy circulated to all)
Staff Members (extracts of Basic Policy circulated to all. Key Staff Members are required to report that AEC policies are in accord with the Basic National Security Policy)

* By memo from Chairman, not necessarily including the policy paper itself. Paper distributed, where necessary, only upon approval by the Chairman.

Specific
AEC
Matters --
e.g.,
NSC 5725/1,
Peaceful
Uses

General Manager
Deputy General Manager
All Assistant General Managers
Commission's Secretariat
Heads of Divisions of:
Biology and Medicine
Reactor Development
International Affairs
Reactor Safeguards
Heads of Offices of:
Operations Analysis
Industrial Development
Special Projects

ICA
(Receives all NSC papers)

Policies of
Specific
ICA Concern
(entire
paper)

Regional Director of Area
Division Chief
Country Desk Officer

Policies of
Specific
ICA Concern
(full
excerpts)

Deputy Director for Operations
Deputy Director for Program Planning
Assistant Director for Evaluation (as required)
General Counsel (as required)
Regional Director
Desk Officers

Policies of
Specific
ICA Concern
(limited
excerpts)

Deputy Director for Management
Deputy Director for Technical Services
Assistant Deputy Director-Controller
Deputy Managing Director for Loan Operations
of the Development Loan Fund

Limited
Specialized
Excerpts

Key technical specialists

Briefings
on NSC
Policies,
by PB
Observer

Executive Staff
Deputy Directors
Assistant to the Director
General Counsel
Managing Director, Development Loan Fund
ICA Mission Directors and Deputies (prior to
departure overseas, or when in D. C. for
consultation)

JUSTICE
(Receives all NSC Papers)

All NSC
Papers
Affecting
in any way
Departmental
Responsi-
bilities

The Attorney General

In cases
where they
affect their
Departmental
Responsibili-
ties, excerpts
on the entire
document

The Director, Federal Bureau of Investigation
The Commissioner, Immigration and
Naturalization Service
Assistant Attorneys General in charge of:
Antitrust Division
Office of Alien Property
Office of Legal Counsel

Internal
Security

Acting Assistant Attorney General in Charge
of the Internal Security Division and
Chairman, ICIS (He is also the PB Observer)

OCB
(Received all papers)

All Working Group members have sufficient positions of responsibility within their agencies so that they have access to the appropriate NSC documents.